

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
<u>Funding Segment:</u>		The Appropriation Symbol, Fund Source, Fund, Fund Detail (if applicable), and Method are all required to override the PCA disbursement funding and may be entered for appropriation accounting when PCA is not required.
--APPN SYM	Appropriation Symbol	Enter an Appropriation Symbol, as appropriate.
--FUND SRCE	Fund Source	Enter a Fund Source, as appropriate.
--FUND/ DTL	Fund and Fund Detail	Enter a Fund, as appropriate. (Optional) Enter a Fund Detail, as appropriate.
--METHOD	Funding Method	Enter a Method, as appropriate.
BUD SEQ	Budget Sequence	Enter the code that identifies the budget sequence number, as appropriate, to which a transaction must post.
SUBSIDRY	Subsidiary	Enter the code that identifies the General Ledger Subsidiary account, as appropriate, to which a transaction must post.
GLAN	General Ledger Account Number	Enter the code that identifies the debit or credit general ledger accounts, if required, to which the transaction must post. Applicable only to GL Input transaction coding requirements in the Transaction Illustrations, Volume 5.
DUE DATE	Due Date	Enter the date in the 'MMDDYYYY' format, as appropriate, or leave blank. Specify when a payment of a vendor invoice is due (optional). May be used for the payment of invoice transactions that are due on a specific date (example: rent). The transaction is validated and if correct, posts to system files. The claim schedule will not print until that specific date. NOTE: For office revolving fund manual checks, this becomes the <u>required Check Date</u> . For automated checks, this field must be <u>blank</u> because the Check Writer Subsystem enters the date.
PCA ACTY	PCA Activity	(Optional) Enter a code to identify activities within a PCA. This code does not become part of the cost allocation or fund split process.
LOCATION	Location	(Optional) Enter the code to accumulate financial data by geographic location.
MULTI- PURPOSE	Multipurpose	(Optional) Enter the code to track agency-specific operations that are not included in the CALSTARS classification structure.
VEND INFO	Vendor Information	(Optional) To use the vendor information fields, code any alphanumeric character. When Enter is pressed, a pop-up window will appear to allow the vendor information to be keyed. <u>The Vendor Number/Suffix must be blank.</u>

EXHIBIT VIII-9
BATCH HEADER SLIP AND
BATCH HEADER SCREEN INSTRUCTIONS

Field	Title	Coding Requirements
ORG CODE	Organization Code	Assigned by the signon ID security; cannot be changed except by sign-off and re-signon.
DATE	Batch Date	Current date is supplied by CALSTARS. May be modified by using the back tab and overkeying in the MMDDYYYY format.
BATCH TYPE	Batch Type	Enter the code for the batch type. Documents may be batched using an agency defined coding system (except 00 is reserved for FM 13 adjusting entry batches and alpha characters are reserved for system generated batches).
BATCH NUMBER	Batch Number	Enter the Batch Number assigned. A unique Batch Number must be selected from the Batch Control Log. Be sure to record the batch in the Batch Control Log.
EDIT IND	Batch Edit Indicator	<p>Enter the value to specify the desired edit and update options:</p> <ul style="list-style-type: none"> 0 No edits except for data integrity; 1 Data integrity edits, table edits, document file match edits, 2 Data integrity edits, table edits, document file match edits, shadow file edits and shadow file posting. <p>Refer to Chapter VII, Online File Inquiry, for a complete discussion of these values.</p>
FM	Fiscal Month	Enter the fiscal month to which the transactions in the batch apply (code 01-13 where 01 = July and 13 = year-end adjustment).
CLAIM SCHED #	Claim Schedule Number	Enter the Claim Schedule number for the SCO payment of invoices, refunds or ORF reimbursement.
BATCH COUNT	Batch Transaction Count	Enter the total number of transactions in the batch. Do not use commas. Each transaction is assigned a count of "one."
ABSOLUTE BATCH AMOUNT	Absolute Batch Amount	Enter the sum of all transactions in the batch <u>without</u> regard to their sign (+ or -). Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for the optional commas and decimal point.